

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:**       **Challenges for Local Training Officers (R0815)**

### **Curriculum: Training Programs**

This six-day course is designed to provide students with the essential tools and skills to coordinate training in a small local fire/Emergency Medical Services (EMS) organization. The target audience consists of those people who have responsibility for the training in their organization. Course content deals with a variety of training challenges facing the local training officer, including dealing with personnel, program planning, delivery, training liability, etc. The course requirements include class activities, homework, two examinations, and a small individual project.

A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or state training function. The course is more typically aimed for organizations in a small fire/EMS department whose community may be small and whose department may be volunteer or combination. It can also be tailored for volunteer/combination departments that are part of large city or suburban areas.

### **Target Audience**

- Fire and rescue personnel who coordinate training in small departments.
- Volunteer firefighters and officers who instruct in small fire and rescue departments.
- Fire personnel serving on training committees.
- Training officers in volunteer fire departments.

### **ACE Recommendation**

In the vocational certificate or lower division baccalaureate/associate degree category, one semester hour in education, public administration, fire service, EMS, management, human resource management, or vocational/technical education.

## **Criteria for Contract Instructor Selection**

### **1. Academic Requirement**

The candidate should possess a bachelor's degree from an institution that is accredited. Consideration will also be given to those candidates who do not meet the academic requirement but have (and state on the submission) broad, progressive administrative and leadership experience related to the subject area. Candidates are urged to successfully complete "Challenges for Local Training Officers" as a student prior to the candidate's submission.

## **2. Instructional Experience**

Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, federal and/or state fire training academies, colleges or universities. Instructor II level certification (National Fire Protection Association 1041) or equivalent satisfies this requirement. Candidates must be proficient in the facilitation of intensive, small work groups.

## **3. Documented Knowledge and Experience in the Subject Area**

- a. Candidates must document evidence of professional growth in a career focused on fire and emergency training operations. A substantial portion of the candidate's fire service experiences should be in the supervision and/or management of programs and personnel addressing fire and emergency services training, particularly in small volunteer or combination departments. The candidate must demonstrate an ability to relate the course material to students in the following fire service training venues — volunteer, career or combination.
- b. Candidates must address in the submission their own knowledge and experience with each of the following course topical areas:
  - Leadership in training within volunteer fire departments.
  - Developing human resources to meet needs of the training in volunteer fire service.
  - Training needs assessment in small fire departments.
  - Legal issues and solutions encountered in fire training.
  - Obtaining and managing finances for training in small departments.
  - Making training work in small departments — marketing, safety and conflict resolution.
  - Motivating members to attend volunteer training.
  - Development, delivery and evaluation in volunteer fire service training.

## **4. Continuing Practice or Education**

Ability to maintain currency in the field and the specific course by:

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. teaching the course at the National Fire Academy or in the field within the last two years; or
- d. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines' trade journals within the last two years.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

**Submit cover letter and documentation to:**

National Fire Academy  
Deputy Superintendent for Curriculum and Instruction  
16825 South Seton Ave.  
Emmitsburg, Maryland 21727  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)